

## OLD GOVERNOR'S MANSION MEETING & SPECIAL EVENT INFORMATION

The Old Governor's Mansion, built in 1796-98 in the Federal style, is a stately and dignified historic property, and has served many functions since its construction. The house was originally built to be the executive residence of the Governor, and served this purpose until the new Executive Mansion was built in 1914. In the 1950s, a renovation was completed, and the Old Mansion became the official residence of the Lieutenant Governor. The Old Mansion served this purpose until a renovation began and was completed in the year 2004.

In order to preserve the mansion and grounds, rules for its use must be observed. Please read this document carefully. Signing the rental contract means you agree to abide by these rules and accept full legal responsibility for compliance with its terms. If you have any questions, please contact the Division of Historic Properties at 502-564-3000. Strict enforcement of these rules will help preserve the Old Mansion for future generations.

*The Old Governor's Mansion has meeting space to accommodate small groups for luncheons, meetings, and receptions. Events are limited to the following spaces: First Floor, Garden, and Patio. The 2<sup>nd</sup> floor of the Old Mansion is not available to the public for use or tours.*

### RENTAL RATES AND ACCOMODATIONS

Space	Day/Time	Event	Capacity	Fee*
Dining Room	MWF 8 a.m. – 4 p.m. T-Th 8 a.m. – 12 noon	Meeting & or luncheon	16 at large table	\$75
1 <sup>st</sup> Floor	MWF 8 a.m. – 4 p.m. T-Th 8 a.m. – 12 noon	Reception	75 Maximum	\$150
1 <sup>st</sup> Floor	Evenings & Weekends (November-March)	Reception	75 Maximum	\$350 (4 hour block of time)
1 <sup>st</sup> Floor + Gardens & Patio	Evenings and Weekends (during the months of April-October)	Reception	75 Maximum	\$500 (4 hour block of time)
For weeknight and weekend events over 4 hours, each additional hour \$100.00 (up to 11 p.m.)				

- **20% of the total rental fee is deposited in the Historic Properties Endowment Trust Fund (Per KRS 11.026) which was established to help care for our historic properties, furnishings, art, work, artifacts, and so forth.**

### AVAILABILITY RESTRICTIONS

The Old Governor's Mansion is not available from 1-4 on Tuesdays and Thursdays due to the public tours of the mansion.

### DEPOSIT/CANCELLATION POLICY

The Old Governor's Mansion is available on a first come, first serve basis. A damage deposit of **\$250** is required in order to book and secure a weeknight or weekend date. This deposit is due at the time the reservation for use of the Old Governor's Mansion is made. ***Cancellations for weekend events must be received in writing ninety (90) days prior to the scheduled event or the deposit will be forfeited.***

### FEES/PAYMENT

Hourly charges begin when the first person needs access to the property (guest, worker, caterer, family member, etc.) and ends when the last person has left the property. **Renters will be required to pay the balance of the rental package two weeks prior to the scheduled event.** If the balance is not received on time, the reservation will be cancelled and the damage deposit forfeited. The rental fee is in addition to the \$250 damage deposit. Any time extending beyond the weekend or weeknight package hours will be billed at \$100 per hour.

Historic Properties accepts payment in the form of cashier's checks, money orders, and credit card (Visa, MasterCard, Discover, and American Express). No personal checks accepted.

Make all cashier's checks or money orders payable to **Kentucky State Treasurer**.

#### **DEPOSIT FORFEITURE AND PAYMENT OF FEES**

Any damage to the house, furniture, upholstery, decorative objects, gardens, etc. is the responsibility of the person or group renting the space and may result in forfeiture of the deposit as well as the assessment of additional charges if the amount of damage exceeds \$250. In addition to the deposit, a surcharge for each soiled carpet may also be required.

Failure to follow any of the rules and guidelines herein will result in forfeiture of the deposit, and renters will immediately be asked to leave the property by the Division of Historic Properties person onsite. **It is the renter's responsibility to advise any caterers, musicians, and other contracted event staff of the rules and guidelines outlined within this document.** Determination of damage and forfeiture is solely within the discretion of the Division of Historic Properties.

A statement will be mailed immediately following the event for any remaining amount owed. **Full payment must be received within ten calendar days of the date of the statement.** A late fee of 10 percent will be added to the outstanding balance if the payment is not received within the time allowed. Additional charges for damage will be billed against the deposit. If there is no damage and no forfeitures, the deposit will be credited toward the remaining balance, if any. If there is no remaining balance, the deposit will be returned to the renter within 30 days of the event. If damages exceed the \$250 deposit, these additional expenses will also be the renter's responsibility and added to the remaining amount due. **Failure to pay the amount due will result in legal action being taken against the renter by the Division of Historic Properties. Such litigation could result in the assessment of court costs as well as legal fees against the renter, in addition to payment of the amount due.**

**A damage deposit of \$250 is required for weekend and weeknight events in order to secure a date.** For some weekday and weeknight events a deposit may not be required; however, for a weekday event, payment is **due in full one week prior** to the event for non-governmental entities. Please inquire with the Division of Historic Properties' Event Coordinator regarding payment of a deposit and whether your event is excluded.

Government agencies may be interaccounted where applicable.

**Renters for weeknight and weekend events will be required to pay the balance of the rental package one month prior to the scheduled event.** If the balance is not received on time, the reservation will be cancelled and the damage deposit forfeited. The rental fee is in addition to the \$250 damage deposit. Any time extending beyond the package hour's terms will be billed at \$175 per hour, and may be deducted from any deposit remaining.

***Cancellations must be received in writing ninety (90) days prior to the scheduled weekend event or the deposit will be forfeited. Cancellation of weeknight events requires 2 weeks notice or the deposit will be forfeited. Cancellation of weekday events requires 24 hour notice, or the meeting rental fee will be billed accordingly.***

Any damage to the house, furniture, upholstery, decorative objects, etc. is the responsibility of the person or group renting the space and may result in forfeiture of the deposit as well as the assessment of additional charges if the amount of damage exceeds \$250. In addition to the deposit, a surcharge of \$50 for each soiled carpet may also be required.

For wedding rehearsals: You will need to schedule this in advance, and the hourly rate applies for any time after 5 p.m. Monday-Friday, or any time frame on Saturday or Sunday. You may use some of the time from your rental package for your wedding rehearsal, or for additional decorating and set-up.

The Division of Historic Properties accepts payment in the form of cashier's checks, business checks, money orders, and credit cards (Visa, MasterCard, Discover, and American Express). **No personal checks accepted.**

Make all cashier's/business checks or money orders payable to **Kentucky State Treasurer**.

**Failure to follow any of the rules stated within the packet will result in forfeiture of the deposit, and renters will immediately be asked to leave the property.** *It is the renter's responsibility to advise any caterers, musicians, and other contracted event staff of the rules and regulations outlined within this document.* Determination of damage and forfeiture is solely within the discretion of the Division of Historic Properties.

A statement will be mailed immediately following the event for any remaining amount owed. **Full payment must be received within ten calendar days of the date of the statement.** A late fee of **10 percent** will be added to the outstanding **balance if the payment is not received within the time allowed.** Additional charges for damage will be billed against the deposit. If there is no damage and no forfeitures, the deposit will be credited toward the remaining balance, if any. If there is no remaining balance, the deposit will be returned to the renter within 30 days of the event. If damages exceed the \$250 deposit, these additional expenses will also be the renter's responsibility and added to the remaining amount due. **Failure to pay the amount due will result in legal action being taken against the renter by the Division of Historic Properties. Such litigation could result in the assessment of court costs as well as legal fees against the renter, in addition to payment of the amount due.**

#### **FLOOR PLAN/EVENT SET-UP**

You must make an appointment to visit with our staff to discuss details of your floor plan and decorations. Historic Properties' event coordinator and staff will be happy to assist you in composing the best arrangement for your event or function. Please call ahead to make an appointment to view and tour the facility at 502-564-3000.

#### **Furniture/Equipment Available for Use**

The following are also available for use at the Old Mansion

**Dining Room table plus 16 chairs**  
**Exterior Patio Table and Chairs**  
**2 8 foot rectangular folding tables**

Renters **may not** move **any** furniture or decorative arts in the Old Mansion. Only members of the staff of the Division of Historic Properties may move furniture in other rooms of the Old Mansion. Other decorative objects in the Mansion shall also not be moved, or used, by renters.

#### **PROPERTY/BUILDING ACCESS**

A member of the staff of the Division of Historic Properties will be on-site for the duration of the event. The building will be open for your access at the time designated on the contract. This time can be adjusted up to one week prior to your event.

- **Only** staff members of the Division of Historic Properties may provide access to the building and grounds after hours. Under no circumstances will renters be allowed on the premises after hours without prior arrangement with and under the direction supervision of Historic Properties' staff. Any after hours time requested will be charged against your rental package balance.

#### **SMOKING**

- The Old Mansion is a smoke-free building. Smoking is permitted on the patio only. An ash tray is available on the patio for guest use.

## **ELECTRICAL SERVICE**

- *Electrical service on the property is limited. Please consult with the Division of Historic Properties event coordinator regarding your plans.*

## **FOOD AND BEVERAGES**

- **ALL caterers** will be required to have, on file with the Division of Historic Properties, current and appropriate documents pertaining to certification and licensing by a Kentucky county health department and any current business licenses. If alcohol is to be provided by the caterer, a current license issued by the Kentucky Alcohol & Beverage Control must be on file. Caterers also need to offer proof of insurance. **No Exceptions.** These documents must be presented **PRIOR** to an event taking place at the facility.
- If alcoholic beverages are to be served, the renter must complete the attached waiver form. If alcohol is to be provided and served by the caterer, a current license issued by the Kentucky Alcohol & Beverage Control must be on file. **Prohibited items include keg beer and red punches and red mixers. Limited items include bottled beer (must be served to guests in cups or glasses) and red wine.** Red wine may be served *only* at seated dinners and at receptions where food and beverage consumption is limited to the gardens and patio. **Alcohol should be served responsibly. Please consult with Historic Properties staff in advance of your event regarding any alcoholic beverage service.**
- The Kitchen is available for use as a prep and warming kitchen only for events. Serving pieces and cookware are not provided. Appliances must be left in clean condition. Food, trash, and garbage must be removed from the refrigerator and serving areas following the conclusion of the event. Any food and beverages left behind will be discarded.
- Ice is the responsibility of the renter or the caterer contracted by the renter.
- **Table linens must be used on all tables used for food service and consumption for dinner and reception events**, and removed by the renter or caterer upon the conclusion of the event. **Tables linens must be provided by the renter or the caterer contracted by the renter.**
- The use of chocolate, champagne, beverage, or decorative water fountains is prohibited inside and outside the Old Mansion. Please consult with Historic Properties staff regarding permission to use these items.
- **Caterers/Renters are required to clean all surfaces and dispose of trash in all food service/preparation and consumption areas.**
- A surcharge of \$50 may be required for each carpet soiled by food. The decision to impose this charge rests solely with the staff of the Division of Historic Properties. **Please make caterers and other vendors aware of these rules.**

## **DECORATIONS**

- **All decorations, floral arrangements, rental items from other entities, etc., must be removed from the premises immediately following the scheduled event unless alternative arrangements have been made in writing prior to the event.**
- **Posters/displays/decorations** – Nothing may be hung on the walls, furniture, windows, mantels or doors using any type of tape or fastener. Please use flipchart stands or easels, which will be provided upon request.

- Candles may only be used on tables outside of the Old Mansion. No candles may be used on the interior. All candles used outside **must** be dripless or contained wholly within a glass container, such as a votive cup or hurricane shade. All candles should be given time to cool after extinguishing to limit wax spills. **Because of serious safety concerns, please have all other plans for use of candles approved by the Division of Historic Properties in writing before the event.**

## PROHIBITED

We ask that you refrain from the following activities/items on the Old Mansion grounds:

- **Parking or Driving on the grass:** Renters, vendors, and guests are strictly prohibited from driving on the lawn areas at the Old Mansion. ***Carriages are allowed*** with some restrictions.
- **Sparklers or fireworks** (inside or out) are prohibited – as these pose a fire and safety hazard to both the mansion and your guests.
- **Tape, staples, nails, tacks, screws, wires, pins, hot glue guns, tacky/floral putty, or any other metal or plastic fasteners and/or adhesives** are prohibited inside and outside the Old Mansion. Please consult Historic Properties staff for safe alternatives.
- **Rice, bird seed, glitter, confetti, bubbles, shaving foam, or aerosol spray string, or loose straw** may not be used **inside** or **outside** the Old Mansion. This includes the use of **decorative confetti** and **loose potpourri** on tables. Please consult with Historic Properties staff regarding any questionable items.
- **Helium balloons** are not allowed inside the Old Mansion and **crepe paper decorations** are prohibited inside or outside the Old Mansion.
- **Silk flower petals** are not allowed outside or on the lawn.
- **Illegal activity, illegal drugs, or consumption of alcohol by minors is not allowed.** If someone at your event is participating in one of these activities on the Old Mansion property it may result in Historic Properties staff shutting down the event and forfeiture of your deposit, as well as notification of the police authorities.

*Please consult with the Historic Properties Event Coordinator regarding any questionable items or decorations.*

## RENTAL EQUIPMENT

**ALL rental equipment** (tables, chairs, linens, etc.) **must be set up and taken down by the renter (or agents contracted by the renter.)**

Rental items should be delivered no sooner than the morning of a weekday/weeknight event, or **one day prior** to the scheduled weekend event unless prior written approval is received by Historic Properties staff. **Rental items shall be removed/picked up no later than the next business day.** Please inform the Division of Historic Properties' Event Coordinator of any rental items to be delivered and the approximate time of delivery, if known. **Rental equipment companies are required to schedule a delivery time first with Historic Properties staff.**

Please make sure that any rental equipment and other rental items to be used inside the Old Mansion have protective covers on the feet of any tables, chairs, etc.

**Items to be provided by the renter/or vendors contracted by the renter, including but not limited to:**

- Any items necessary for food service - cups and glasses, napkins, serving pieces, chafers, plates, utensils, table linens, food and beverage, ice, coolers, etc.
- Decorative items including centerpieces, candles, candle holders, aisle runners.
- Guest books and pens
- Any equipment needed for dee jays, musicians, vocalists, etc., cordless microphones, sound systems, speakers, cd players, etc.
- Extension cords for electrical hook-ups outside and inside.
- Tents and any items to be placed inside the tent including dance floors, tables, chairs, and other staging.

### **Historic Properties Event Coordinator**

The Historic Properties Event Coordinator can advise and consult with you on various aspects of your event. However, on the day of your event, the Historic Properties Event Coordinator must focus on site management and coordination between the various vendors, and cannot serve as a wedding coordinator or host to your guests. Please assign someone to act as your event day coordinator or host/hostess.

Please make arrangements to meet with the Historic Properties Event Coordinator regarding your event set-up well in advance of your event so that we may be of assistance with any set-up or arrangements which may conflict with our guidelines.

**Please also make caterers and any other staff for your event (i.e. florists, bartenders, dee jays or musicians, servers, assistants who are helping you with your event, and wedding coordinators) aware of the guidelines for the Old Mansion.** You may wish to copy this document and give it to anyone who will be working with your event to ensure they understand our guidelines. Since the client is ultimately responsible for the actions of these agents, good communication is key to having a worry-free event.

### **ADDITIONAL NOTES**

- Restrooms are limited. One restroom is available inside near the kitchen, and an additional restroom is located outside in the brick outbuilding/security office.
- All events must conclude by 11 p.m. on weeknights and weekends.
- Event parking is located adjacent to the Old Mansion in a lot on Clinton Street. Event guests should not park in the Commonwealth Credit Union parking lot, or they may be subject to towing.
- No copier is available for use by renters.
- Please follow all safety and emergency instructions provided by the on-site Historic Properties staff member.

**It is required that you meet with a staff member at the Division of Historic Properties to go over the floor plans and activities for your weekend or weeknight event.** Please contact the Division of Historic Properties at (502)564-3000 to schedule an appointment to meet on-site at the Old Governor's Mansion, or for more information on any of the rules and guidelines, fees, and contract requirements.

**The Guidelines below are set forth by the Historic Properties Advisory Commission, and are the basis for the guidelines for use at the Old Mansion. These guidelines are the official formal rules for use of the Old Mansion, in addition to the other rules for use listed above in the contract.**

## **GUIDELINES FOR PUBLIC ACTIVITIES**

### **THE OLD GOVERNOR'S MANSION**

The following guidelines have been developed to ensure the care and protection of the historic Old Governor's Mansion and Old Mansion Grounds, and to ensure a safe and orderly environment for events. Due to the delicate nature of historic furnishings and historic interior finishes, close adherence to these guidelines is important.

All activities scheduled for the public areas of the Old Governor's Mansion must be approved through the Division of Historic Properties. The Division of Historic Properties does not discriminate in the management and operation of its properties on the basis of race, religion, color, national origin, sex, age, or disability.

Requests will generally be scheduled on a "first come, first serve basis." The Governor and/or Lieutenant Governor will have priority use of the public areas. We reserve the right to relocate or reschedule any activity at our discretion if the Governor and/or Lieutenant Governor need any area.

1. Activities scheduled for the Old Governor's Mansion interior are limited to 75 people for a standing reception. Please consult with the Division of Historic Properties for capacity on seated events.
2. At no time during an event shall the public lock any entrance or exit of the building in such a way as to impede free access to or from the building.
3. Smoking is strictly prohibited in the public spaces inside the building.
4. Use of open flame, and any device that generates smoke or fire is strictly prohibited within the Old Governor's Mansion, and is restricted on the Old Mansion grounds.
5. Food service is restricted to the following areas: State Dining Room, Small Dining Area, Rear Entry, and the Old Mansion Gardens. Due to delicate historic finishes, the serving of food and drink should be limited and closely monitored in the Parlor and Entry Hall areas. Red wines, red mixers, and dark colored juices should only be served at sit down meals, and are not permitted at receptions or other activities within the interior public spaces. (The Old Mansion finishes are extremely vulnerable to damage by food or beverages made from berries, as well as acidic punches and soft drinks, and these should be served judiciously.)
6. The Division of Historic Properties must approve all caterers and event vendors.
7. Activities scheduled for the Old Governor's Mansion exterior may not be moved inside without prior approval of the Division of Historic Properties.
8. Nothing is to be attached to, leaned against, or draped over any of the furnishings within the public spaces. Furnishings, works of art, and decorative objects are not to be moved or tampered with under any circumstances.
9. Removing or adding items, or altering the interior finishes in the public spaces of the Old Governor's Mansion is not allowed without the express written permission of the Division of Historic Properties.
10. Posting or affixing signs, announcements, or other documents to any surface in the Old Governor's Mansion is strictly prohibited. Special permission must be granted in advance by the Division of Historic Properties in order to secure an item to a surface in the Old Governor's Mansion. Use of any uncoated metal wire, nylon cord, or other abrasive material is prohibited. Use of nails, screws, staples, brads, rivets, or other connectors is strictly prohibited. Never hammer on any surface of the Old Governor's Mansion or the Old Mansion grounds. Do not climb on or lean ladders against any building or garden features.
11. With the exception of service animals assisting persons with disabilities, animals are not to be brought into the public spaces of the Old Governor's Mansion or on the Old Mansion grounds without advance permission from the Division of Historic Properties.
12. Driving or placement of vehicles or heavy equipment on the Old Mansion lawn, gardens, or sidewalks is only permitted with advance permission from the Division of Historic Properties.
13. Balloons, birds, and other objects are strictly prohibited from release at the Old Governor's Mansion.
14. Any group requesting permission to use the Old Governor's Mansion may be required to have an event insurance policy. Rental of additional restroom facilities may also be required.

Failure to comply with these guidelines may result in permission to use the facilities being revoked, and future requests being denied.

### INDEMNIFICATION

The applicant agrees to indemnify, defend and save harmless the Finance and Administration Cabinet and the Commonwealth of Kentucky, its employees and agents from all claims, demands, suits, actions, proceedings lost, cost and damages of every kind and description, including attorney's fees or other litigation expenses which may be asserted or made against or incurred by the Finance and Administration Cabinet and the Commonwealth of Kentucky, its employees and agents, on account of loss of or damage to any property or for injuries to or death of any person caused by, arising out of, or contributed to, in whole or in part, by reasons of any alleged act, omission, mistake, negligence or other fault of applicant, its employees, agents, representatives, members, or contractors, their employees, agents, or representatives or guests of applicant in connection with or incident to the performance of this agreement, or arising out of applicants use of the facility. Applicant's obligation under this provision shall not extend to any liability resulting from the sole negligence of the Commonwealth, any of its agencies, officers, employees, or agents.

### ACCEPTANCE

I request use of the described Commonwealth facilities based on the rules set forth above and accept all terms and conditions contained herein. I certify that I am an authorized representative of the person(s), firm, group, or organization applying for permission to use the facilities, am at least eighteen years of age, and am authorized to enter into agreements.

Name of person responsible: \_\_\_\_\_ Organization: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Phone Number: \_\_\_\_\_ Work or Cell Number: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

Date Requested: \_\_\_\_\_ Hours Requested: \_\_\_\_\_ Number of people expected to attend: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

### WAIVER

If alcoholic beverages are to be served at the Old Governor's Mansion during the term of the rental contract between the Division of Historic Properties, Commonwealth of Kentucky, and the undersigned party, the undersigned party hereby acknowledges its responsibility for assuring compliance with the requirements of KRS Chapters 243 and 244 relating to the serving and consumption of alcoholic beverages on those premises. In particular, the undersigned party or its caterer must have all relevant licenses pertaining to the provision of alcoholic beverages at that location, and take the steps necessary to assure that all relevant age requirements are met. Furthermore, the undersigned accepts that compliance with the alcoholic beverage laws contained in KRS Chapters 243 and 244 is its sole responsibility and not that of the Commonwealth of Kentucky or the Division of Historic Properties and agrees to hold the Commonwealth and its agency free and harmless from any claim, suit, or liability resulting from any failure by it to comply with those applicable laws.

Name and Address of Person Responsible:

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Return a copy of this acceptance and any other appropriate documents (including the Waiver, if necessary):

**Division of Historic Properties  
Berry Mansion, 700 Louisville Road  
Frankfort, KY 40601**

If you have any questions, please write or call the Division of Historic Properties at 502-564-3000.